

Parkview Elementary School

Parent Involvement Policy/Procedure

2017-18

Parkview Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success every step along the way.

Parkview Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Parkview Elementary intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

PART I. SCHOOL PARENTAL INVOLVEMENT POLICY **REQUIRED** COMPONENTS

A. Parkview Elementary will jointly develop/revise with parents the school parent involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community.

During our annual parent input meeting held on Tuesday, May 23, 2017 parents provided us with input about our current parent involvement practices. Parents will receive a copy of the Parent Involvement Policy when they attend the Title I Open House event held on Wednesday, November 1, 2017 and Thursday, November 2, 2017. Any parent that doesn't attend the Title I Open House will have a Parent Involvement Policy sent home with their child. Parents can also find information about the Title I program on the Parkview website.

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

A Title I parent informational meeting will be held as an open house during parent/teacher conferences on Wednesday, November 1, 2017 and Thursday, November 2, 2017. This event will take place from 4:00-8:00 p.m. on Wednesday and 12:00-8:00 p.m. on Thursday. Parents will be able to obtain information about how to help their child with literacy at home. They will also be able to ask questions about Title I, learn more about how this program will support their child and they will be informed about the Parent Compact.

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

The Title I Open House event will be held during school-wide parent/teacher conferences and the spring family event will be held during both morning and evening times. Fall and winter

conferences are offered during the afternoon and evening hours. Transportation can be provided for conferences when needed.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116.

Title I will hold an annual parent input meeting in May 2018. Title I parents, administration and the Title I teachers will be involved in the planning for the next year's program. All Title I parents are invited to fill out a survey at the end of the school year about their experience with the Leveled Literacy Intervention program and the Title I program.

E. Provide parents of participating children –

a. timely information about programs under this part;

Title I services reading students in grades K through 5. Students are serviced in a small group setting of 1 to 4 children per group and taught by certified teachers. These groups meet daily for 10 to 45 minutes (individual interventions for 10-15 minutes and group interventions such as Level Literacy Intervention would be 30-45 minutes). The students are identified using various types of testing such as: the Benchmark Assessment, the Observation Survey, district MAP tests and the Minnesota Comprehensive Assessment. Teacher judgment can also be used to qualify students. Math students will be served if time and funds are available to add those groups.

b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and

Curriculum: In August a school calendar is sent to all parents and included is an outline of our district's curriculum in all areas. Information about our Literacy Collaborative model of instruction is available on district196.org.

Forms of academic assessments, i.e. progress reports: The explanation of the (performance) rubric used on student progress reports is available on the district website. Classroom teachers at parent/teacher conferences will also explain this rubric. MAP test are given in grades 2-5, in September and parents are notified of their child's proficiency levels. The Minnesota Comprehensive Assessment will be given to students in grades 3-5 in April 2018. Parents will be notified of their child's score in the fall of 2018.

Student proficiency grade level expectancies: Classroom teachers share these expectations with parents at conferences. They are also available at any time during the year.

c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

Title I parents are invited to attend scheduled parent/teacher conferences in November 2017 and February 2018. Title I teachers are available to conference with parents upon request.

F. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

G. Parkview Elementary will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

Title I Compact

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;

The Parent Compact will be shared and discussed with parents at the Title I Open House event held on Wednesday, November 1, 2017 and Thursday, November 2, 2017. The roles of the teacher and parent will be discussed at that meeting.

- Provide frequent reports to parents on their children's progress; and

Parents have an opportunity to conference with the Title I teachers on November 1 and 2, 2017 and February 7 and 8, 2018. Parents can also receive updates upon request through written notes, phone calls and e-mails.

- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

There are numerous opportunities for parents to volunteer (ex. classroom helpers, classroom field trip chaperones and involvement in the Parent Teacher Organization). Parents can always access Title I and classroom teachers at anytime through phone calls, e-mails and written communication.

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

The school will provide ongoing communication about State academic testing and standards. Classroom teachers are available to interpret test results for parents. District 196's curriculum frameworks are aligned with the Minnesota Academic Standard's Benchmarks. Daily work in the classroom and at home is aligned with the state standards.

- b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Parents will participate in their child's reading and writing development through take-home literacy materials provided by both the child's Title I and classroom teachers all year long. All Title I parents will be invited to attend a parent involvement opportunity in May 2018. Parents will have an opportunity to be connected with resources that will help them continue to support their child's reading at home and through the summer to maintain the gains they have made over the course of the school year.

- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

The school social worker will provide information to both parents and teachers about community resources as needed.

- d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

District 196 publications are sent to families about all of the ongoing support programs that are available in the community. The school library contains a section that is for parents and contains reading materials geared toward parenting education.

- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;

The Title I Parent Compact is available in several languages for non-English speaking parents.

- f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Reasonable supports, such as language interpreters are available upon request.

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Transportation is available upon request. We are supported by the school social worker, which provides ongoing support for families in need.

PART IV ADOPTION

This Parkview Elementary Parental Involvement Policy/Procedures has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

Parent meeting will be held in May 2018.

The Parent Involvement Policy/Procedures was developed/revised by Parkview Elementary on May 23, 2017 and will be in effect for the period of one school year. The school will distribute this Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before June 7, 2017.

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document:

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